



NEMA Forum Code of Conduct, Terms and Conditions

Submitting your registration and payment constitutes an agreement on your part to accept the following Code of Conduct, Terms, and Conditions.

Participant Code of Conduct

Principles and Expectations of Forum Participation

The right to participate is essential to create open dialogue between all attendees. NEMA acknowledges the freedom of expression of speakers, participants, sponsors, and exhibitors. These principles are the foundation on which NEMA events were created.

All participants attending any NEMA event are subject to the laws applicable in the United States and the State in which the forum is held. By attending the forum, participants agree to adhere to this Code of Conduct.

Expected Behavior

Because NEMA values a diversity of views and opinions, all participants, attendees, NEMA staff, volunteers and vendors will be treated with respect.

- Be considerate, respectful, and collaborative with fellow participants.
- Use alcohol responsibly. NEMA staff and/or any NEMA vendor, hospitality suite sponsor, or server has the right to deny service to any participant during any NEMA event and may require a participant to leave the event.
- Be mindful of your surroundings and of your fellow participants. Alert any NEMA staff member if you notice a dangerous situation or someone in distress.
- Respect the rules of all forum venues. All participants are also subject to the laws applicable in the United States and the state/territory in which the event/program is held.

Unacceptable Behavior

- Harassment, intimidation, stalking or discrimination in any form is considered unacceptable behavior and is prohibited. Examples of unacceptable behavior include:
 - Comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, political affiliation.
 - Inappropriate use of nudity and/or sexual images in public spaces or in presentations.

Sexual harassment is a specific type of prohibited conduct. Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, nonverbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders.

- Physical, verbal, or non-verbal abuse or threat of violence toward any attendee, speaker, volunteer, exhibitor, vendor, NEMA staff member, service provider, or any other meeting guest is prohibited.

- Disruption of presentations or events at any NEMA hosted session and any venue including convention centers, hotels, restaurants, etc. or any other NEMA contracted facility is prohibited.

Reporting Unacceptable Behavior

If you or anyone else is in immediate danger at any time, please contact local law enforcement (by calling 911) and immediately notify facility security. At the earliest opportunity please report the incident to a member of the NEMA senior management team or via anonymous email to securenema@csg.org. No matter the method used to report, privacy will be strictly protected.

Consequences

If NEMA determines that a person has violated any part of this code of conduct, NEMA in its sole discretion may take any of the following actions:

- Verbal or written warning;
- Expulsion from the event with no refund;
- Suspension of attendance at NEMA events;
- Prohibited attendance at any future NEMA event;
- Prohibited participation with NEMA in the future;
- Reporting conduct to sponsoring state entity/organization;
- Reporting conduct to local law enforcement.

Attendees expelled from a forum for violations of this Code of Conduct will not be afforded a refund or credit for forum attendance fees. NEMA is not liable for hotel or travel costs incurred by an attendee expelled from a forum.

Terms & Conditions

Registration Types

You agree to pay in full the registration fee that is applicable to your category. For example, only current full-time students possessing valid student IDs are entitled to register at student rates. Listed membership discounts are only given to current NEMA members in good standing. All others must register at the non-member rate in effect on a particular date.

Registration Fees & Dates

See the [NEMA Forum](#) website for details.

Registration Confirmation & Updates

You will receive your registration confirmation and credit card receipt by email so please ensure all contact information is current when you register. If you do not receive a confirmation you may not be registered. Be sure to check your email quarantine box to in case any of your NEMA-related message are caught by spam filters. If you do not receive a confirmation of registration please contact [NEMA staff](#) for assistance.

On-site check-in at the registration desk will open on Sunday, March 17 at 8:00 am eastern time. The agenda and other important forum information will be posted on [the NEMA Forum website](#) and updated often.

Images & Recordings

Registration and attendance at, or participation in, NEMA meetings and other activities constitutes an agreement by the registrant to NEMA's use and distribution (now and in the future) of the registrant or attendee's image or voice in photographs, videos, electronic reproductions and audio of such events and activities.

Off-Schedule Events and Activities

No companies or organizations (regardless of their status as a sponsor or member) may hold events at NEMA forums, including, but not limited to, sessions, receptions, demonstrations,

meetings, social events and hospitality suites without the express written consent of NEMA. NEMA does not endorse or condone such activities and will discourage state directors and their staff from attending. NEMA staff will work with the property to close down events that are not authorized. Members and other forum participants who do not adhere to this policy could be subject to expulsion.

Cancellations & Refunds

If you need to cancel your registration, you must notify NEMA via email by 11:59 p.m. Pacific Time, February 16, 2024.

If you cancel on or before February 16, 2024, your forum registration fee will be refunded, less a \$350 processing fee. No refunds can be given after February 16, 2024.

If a credit card was used to pay the registration fee, a credit will be applied to the same card within 30 days. If a check was used to pay the registration fee, the refund will be sent by check drawn on a US bank and mailed within 30 days of receipt of cancellation. No cash refunds will be given.

No refunds of any kind will be made for cancellations received after February 16, 2024. No refunds will be given for “no-shows,” late arrivals, early departures, and/or anyone who does not notify us by the cut-off date using the methods set forth herein.

NEMA reserves the right to cancel any registration or refuse forum admission to any individual or group if they have previously advocated or supported violent actions or destructive or disruptive behavior in any way or if the individual or group previously violated any rule of conduct or applicable law at any prior NEMA event. NEMA reserves the right to refuse admission to any group or individual who has violated the NEMA Code of Conduct. Additionally, during any forum, NEMA may revoke the name badge, forum registration, and associated materials, and deny access to participants who do not adhere to this Code of Conduct.

Substitutions, Transfers & Additions

You may transfer your registration to another eligible party within your organization if you are unable to attend the NEMA Forum. Attendees transferring registrations to another party are responsible for any and all financial arrangements between transferring and receiving parties. Registration transfers may be made in writing via email to nema_admin@csg.org by March 13, 2024. After this date, all changes must be made on-site at the NEMA Forum Registration Desk. No transfers or substitutions can be made once a participant picks up their badge. Badge sharing is strictly prohibited.

Travel & Hotel

Attendees are responsible for securing their own travel and accommodation and making payment for such. Cancellation of hotel reservations and/or any travel expenses incurred are the sole responsibility of each individual. NEMA does not make any guarantees or in any way warrant the forum headquarter hotel, other forum venues, or any form of transportation.

Disclaimer

NEMA is not responsible for errors or omissions. Schedules, speakers, and program content are subject to change.

If you have any questions, please [contact us](#).

Admission

NEMA reserves the right to refuse forum registration or admission to any individual or group if they have previously advocated or supported violent actions or destructive or disruptive behavior in any way or if those individuals have previously violated any rule of conduct or applicable law at any prior NEMA event. In addition, NEMA reserves the right to refuse admission to any group or individual who has violated the NEMA Code of Conduct. During any

forum, NEMA may revoke the name badge, forum registration, and associated materials, and therefore deny access, to participants who do not adhere to these Principles.

Video and Audio Recording:

Attendees are strictly prohibited from videotaping or audio recording any part of the forum unless written permission is granted by NEMA. Failure to comply with this rule is grounds for immediate ejection from the event and immediate confiscation of video and/or audio materials. This rule applies to all forum sessions and events throughout the duration of the forum.

Use of Photography:

Attendees are strictly prohibited from using cameras (including mobile devices) in any session room. Failure to comply with this rule is grounds for immediate ejection from the event and immediate confiscation of the equipment. Attendees may use cameras outside any session room only if written permission is granted by NEMA.

Security Information

NEMA badges are required for admittance to all events for security reasons. Badges should be worn and conspicuously visible at all times. Lost badges should be immediately report to NEMA staff. The following badge policies apply throughout the entirety of the forum:

1. NEMA is the sole proprietor of forum badges and lanyards.
2. Badges are nontransferable.
3. Misuse of badges, lanyards, false certification of individuals as paid attendees, efforts to assist unauthorized persons to gain access to any NEMA event, or any inappropriate conduct is just cause for reclaiming badges of any individuals involved.

Health Safety Guidelines

NEMA reserves the right to enforce the policies listed below. Anyone who does not adhere to these rules may be subject to a warning, expulsion from the event, and/or prohibited from attending future NEMA events.

Before Leaving Home

- Follow relevant guidance provided by the [Center of Disease Control](#) (CDC) and your local health authority.
- Adhere to government issued travel restrictions and guidance issued by the region you will be travelling to and the region you are travelling from.
- Evaluate your own health and that of people with whom you are in close contact. Contact the meeting organizers if you have any concerns.
- If you feel sick, stay home.

On-site During the Event

- If mandated, agree to wear a mask that covers your nose and mouth throughout the event venue.
- If mandated, adhere to social distance protocols by staying 3 feet distanced from others. Respect others' personal space.
- Attendees are required to comply with basic health and safety protocols that are consistent with the latest guidance from the CDC and other relevant public health authorities, as well as any applicable local and venue-specific requirements.
- Follow everyday preventative actions to help prevent the spread of respiratory viruses including, but not limited to:
 - Washing hands often with soap and water for at least 20 seconds.
 - Using an alcohol-based sanitizer with at least 60% alcohol. NEMA will have hand sanitizer at convenient locations throughout the event.
 - Avoiding touching eyes, nose, and mouth.
 - Covering your nose and mouth when coughing or sneezing. Throw used tissues in trash immediately.

- Cleaning frequently touched objects and surfaces using a disinfectant cleaner.
- If you are experiencing flu-like symptoms and believe you may be contagious, please stay in your hotel room and do not interact with other attendees. Email symptoms.nema@csg.org for confidential assistance.
- If you are notified by the airlines that someone on your flight has tested positive for COVID or other contagion, please remain in your hotel room until you can be tested.
- NEMA will have available a list of local testing locations should testing be necessary.

Post-event

- Based on current contact tracing advice from many health authorities, including the CDC, if you test positive for a COVID variant or other contagion up to 10 days after returning home, please email symptoms.nema@csg.org immediately to advise of the diagnosis. In the event of a positive test result, NEMA will notify event attendees of the positive test but will keep identifying information strictly confidential.

Procedures Involving Disruptions at the Forum

Application of the law:

Forum participants are subject to the laws applicable in the United States. Physical force or threats of physical force or destruction or theft of property by forum participants will not be tolerated and will be dealt with in accordance with the laws of the U.S. and the State in which the event is held. Additionally, the response may include escorting participants from the forum venue.

Withdrawal of Admission:

In the event of any disruptions including harassing or persistently taunting an attendee, speaker, or sponsor/exhibitor, or any other action that does not respect the principles in this Code of Conduct; NEMA may withdraw a participant's admission and name badge and suspend or cancel the participant's access to the forum. Violation of this Code of Conduct is also grounds for ineligibility at future NEMA events.

Public Statement:

In the event that freedom of expression is abused, property is destroyed or stolen, or physical force is used or threatened by a participant, NEMA may issue a statement concerning the action that reflects the framework of this Code of Conduct.

If you have a question about any of the rules set forth above, please [contact NEMA staff](#).